

# Exclusion Policy

Policy Owner	SENCO
Formally endorsed by	Principal
Endorsement Date	March 2021
Next Review Date	March 2022

## POLICY STATEMENT

### The Decision to Exclude

The decision to exclude a pupil from school is a very serious one and will not be taken lightly. The Principal and/or Assistant Principals, as members of the SLT, are the only staff members which can take the initial decision to exclude a pupil. Such a decision will only be taken in response to a serious breach, or breaches of school discipline. In most cases when a pupil is excluded there will have been earlier discussions and/or correspondence between Parents and the school about the pupil's behaviour. When a pupil is excluded the Principal and/or Assistant Principals, the Class Guardian or Class Teacher must inform the Parents/Guardians and the Council of Trustees.

The Principal and/or Assistant Principals alongside the Class Teacher/Guardian who will be referred to as "the School", must explain to the Parents:

- Why the school has decided to exclude the pupil.
- The steps taken to try to avoid exclusion.
- The arrangements for setting and marking the pupil's work during their absence from school.
- The Parents' right to state their case before the Council of Trustees Exclusion Review Panel.
- Their right to see their child's school record.

### Types of Exclusion

There are two types of exclusion, fixed period (formerly known as suspension) and permanent (formerly known as expulsion). A pupil may be excluded for a specific length of time, e.g. 4 schooldays. Fixed period exclusions may not total more than 45 school days in a school year.

For more serious incidents the school may decide on a permanent exclusion.

### Fixed Period Exclusions

If a pupil is excluded for a fixed period, the school will inform the Parents immediately of the exclusion, the reason for it, and the date when their child will return to school. Parents will also be informed of their right to put their point of view to the SLT who will form an Exclusion Review Panel.

For all exclusions the Class Guardian or Class Teacher must arrange a meeting to discuss the exclusion with the Parents.

Work will be set, as determined appropriate by the pupil's Guardian, for the pupil to complete over the course of the fixed period exclusion.

The school reserves the right to put place a child in an internal exclusion for all or part of the school day in response to a serious breach of discipline whilst any necessary investigations are carried out and whilst meeting is arranged with parents.

### Permanent Exclusions

If a pupil is to be permanently excluded, the school will inform the Parents at once, by telephone if possible, of the exclusion and the specific reason for it. The school will also provide Parents with details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken earlier.

A non-exhaustive list of the sorts of pupil behaviour that could merit permanent exclusion includes the following:

- physical assault against pupils or staff;
- behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- verbal abuse/threatening behaviour;

- fighting;
- serious or persistent bullying (including cyber-bullying), in accordance with the School's [Anti-Bullying Policy];
- any form of abuse or unlawful discrimination on the grounds of race, religion/ belief, disability, special education needs, sexual orientation (etc.);
- sexual harassment or misconduct, including sexting;
- tobacco, drug and alcohol abuse;
- wilful damage to property;
- theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- bringing illegal, inappropriate, or dangerous items into school, such as: drugs, weapons, firearms, or pornographic material;
- persistent disruptive behaviour or serious breaches of the Behaviour Policy, School Rules and Online Acceptable Use Agreement.
- other serious misconduct (on or off the School premises) which actually, or potentially, or indirectly, brings the School into disrepute or damages its reputation.

Parents have the right to Appeal the decision to the SLT (SLT) in writing within 10 school days of the Exclusion. The SLT will send an acknowledgement within 5 school days. An Exclusion Review Panel and meeting will be set up. The decision will be given in writing within 10 School days of the date of the Appeal (although 5 further working days will be allowed should the matter require a longer period of investigation). Parents have the right to see their child's school records before the meeting, which can be arranged through the SLT.

### Removal From Roll

In exceptional circumstances it may be necessary to remove a pupil from the school roll for reasons not pertaining to a breach of school rules. This will be referred to as 'removal from school roll' and not exclusion. The circumstances of each potential removal from school roll will be examined carefully, and a decision will only be made after consulting with the Designated Safeguarding Lead, SENCo, Pastoral Care and SLT. When a pupil is removed from roll SLT must inform the Parents/Guardians, Council of Trustees and the Local Authority (In line with Children Missing in Education 2016, regulation 8(1)(m)).

### Related Policies and Documents

- Exclusion Procedure
- Behaviour Policy and School Rules
- Pastoral Care
- Inclusion Policy
- Anti-Bullying Policy
- Complaints Policy

Policy issue date March 2021